

Creating a Catalog for Your Family History Center for the FamilySearch Wiki

Below are guidelines for Family History Centers who have interest in creating an online catalog of the books and materials held at their local center.

1) Creating Your Catalog

- Start your catalog in a Word document or an Excel spreadsheet.
- Create a new line or column for each category mentioned in Step 2.
 - You may divide the document into two sections for books and films.
- See the Wiki page for an example catalog.

2) Gathering Bibliographic Information

- *Title*. List the title from title page on the inside of the book, rather than the front cover. If only a cover title is provided, list it.
 - If the item is a periodical, list the volume and issue.
- *Author(s) or compiler(s)*. Names of people or societies can usually be found on the first few pages. Some may be listed at the back of the work.
 - If not present, leave blank or mark “unknown.”
- *Year*. List the publication/compilation year and edition, if given. If the work is unpublished, an estimated date may be used, indicated in brackets followed by a question mark, e.g., [1971?]
 - If not present, leave blank or mark “unknown.”

Recommended:

- *Call number label or shelf location*. If your FHC uses a system to indicate the location of an item, it will be useful to list it.
- *Notes*. This may include surnames, localities, a summary, language, or any other pertinent information.

Microfilm/Microfiche Collection:

The microfilm location will no longer be available on the FamilySearch catalog. If you would like to keep track of your microfilm/microfiche, you will need to create an additional list for your catalog.

- *Film/Fiche Number*. This can be found on the box or envelope.

- *Material Type*. Film or fiche (e.g., 16mm film, 35mm film, number of fiche parts).
- *Notes*. You may do a search in the FamilySearch catalog for your film/fiche if you would like to include more information on the items.

3) Submitting Your Catalog

- Completed catalogs will need to be submitted directly to the Wiki team for upload through wikisupport@familysearch.org
 - Clearly state the name and location of your FHC in your email.
- Your FamilySearch Wiki page will link directly to your catalog. The link will open as a PDF, text-searchable using CTRL+F.
- If you need to update your catalog, make the needed changes to your original document and send the new file to the Wiki team for upload.

4) Downsizing Your Collection

If you are receiving instructions to downsize your collection (books/periodicals/microfilm/microfiche), please contact your area presidency for approval and contact the Salt Lake City Family History Library for guidance.

Family History Library Donations:

- books@familysearch.org
- (801) 240-1855